 Department of Children & Family Services <i>Building a Stronger Louisiana</i>	Division	Executive Division			
	Chapter No./Name	DCFS Policy Manual 3/Health & Safety			
	Part No./Name	3-03/DCFS Smoking Policy			
	Section No./Name	3-03/DCFS Smoking Policy			
	Dates	Issue/Reissued	November 28, 2011	Replacing	January 2007

I. STATEMENT OF POLICY AND PURPOSE

Smoking is prohibited in any DCFS occupied public building, public place and enclosed area within a place of employment. A DCFS vehicle is a non-smoking area. Breaks for smoking shall coincide with the regular daily breaks as per [DCFS Policy 4-20, Work Hours for DCFS Personnel](#).

It is the purpose of this policy to provide guidance to the Department of Children and Family Services (DCFS) and its employees relative to smoking and to implement policy and procedures which comply with [Act 815](#) of the 2006 Regular Session, the Louisiana Smoke free Air Act.

Definitions

Public Building - any building owned or operated by any of the following:

- The state, including the legislative, executive, and judicial branches of state government.
- Any parish, city or town, or instrumentality thereof, or any other political subdivision of the state, special district, authority, commission, or agency.
- Any other separate corporate instrumentality or entity of the state or local government.


Public Place – an enclosed area to which the public is invited or in which the public is permitted which is not a public building, including but not limited to banks, educational facilities, health care facilities, hotel and motel lobbies, laundromats, public transportation facilities, reception areas, restaurants, retail food production and marketing establishments, retail service establishments, retail stores, shopping malls, sports arenas, theaters, and waiting rooms.

Smoking – inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lighted combustible plant material.

II. PROCEDURES

A. Designation of “Smoking Permitted” Area

Since smoking is prohibited in any public building, office and enclosed public place, the facility/office manager (highest ranking DCFS official in each building)

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shall designate a Smoking Permitted area outside of the building. These areas are to be identified with signage as designated smoking areas.

- The “Smoking Permitted” area must not conflict with the [State Fire Marshal](#) rules.
- Smoking rooms are not permitted within a building.
- Outdoor smoking areas should not be designated where staff or the public must cross to enter or exit a building.
- Signs designating the smoking and non-smoking areas shall be prominently posted and regularly maintained by the facility/office manager.
- Designated smoking areas should contain sufficient receptacles for disposal of smoking debris so that the areas will remain clean and free from tobacco product litter.

B. Designation of “Smoking Permitted” Area

Since infractions to this policy by DCFS employees can be potentially harmful to fellow workers and the public, such infractions are to be considered a safety violation and may result in disciplinary action. Each supervisor is responsible for the respectful enforcement of this policy.

III. FORMS AND INSTRUCTIONS

There are no forms and instructions associated with this policy.

IV. REFERENCES

[DCFS Policy 4-20, Work Hours for DCFS Personnel](#)

[ACT 815](#)

[State Fire Marshal](#)